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Approved For Release 2003/06/03 : CIA-RDP80R01731R001700200019-6

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

9 January 1952

MEMORANDUM

1. I talked to Col. Edwards this morning about the security problems involved in the inspection of the unclassified training pool at D Street. He agreed to brief a man from his office and send this man to talk to [] to advise them:

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- a. Of an intelligible story which they will be permitted to give to temporary employees inquiring as to why they do not receive per diem and other people do. For example, they can be told that CIA has several offices out of Washington and these people are being hired not to work in Washington but in an office out of the area and therefore are given travel pay which is not permitted by law to people who work in Washington.
- b. That they may keep a sanitized copy of our Security Regulations on the premises at D Street and permit employees to understand what it is they read and sign on their brief trip to Central Building.
- c. That when employees are dismissed for security reasons, they may give them a more straightforward story than that the "job has been abolished." For example, [] will be permitted to say that we have been unable to get a satisfactory security clearance in time and, because of pressure, simply cannot devote more time to the case of this particular employee. He will be permitted to explain that security checks involve such questions as work adaptability, personal financial prudence, personal human relations such as lack of jealousies and spites, personal habits such as loquaciousness, and many other matters

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which have nothing to do with loyalty as Americans. He will be told to say that he is not permitted to know nor is anyone except the investigator himself permitted to know what the particular deficiency is in the check on this candidate but that there may be a failure to get positive information on some of these matters as well as the obtaining of a negative report.

2. Also discussed with Col. Edwards security problem involved in the proposed Finance Officer deal at D Street and he agrees that there is no problem.

3. We also discussed the question of separating the covert people in the pool and the possibility of keeping them at home until they are really needed here. He is sending me a copy of a proposal he is working out with the covert operators for separate cover for such men as must come into the covert pool before complete security clearance.

Inspector General

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CENTRAL INTELLIGENCE AGENCY

2430 E STREET NW.

WASHINGTON 25, D. C.

You have been recommended as a well-qualified person who, by reason of training and experience, might be interested in a position with this U. S. Government agency.

For your information, the Central Intelligence Agency coordinates, in the interest of national security, the foreign intelligence activities of the Government.

It is not our policy to recruit employees of other U. S. Government branches. If you are currently so employed, it will be necessary for you to obtain a letter of availability from your present employer before we can discuss employment possibilities with you.

If you should like to be considered for employment which would make special use of your particular talents and skills, we would appreciate your completing and returning the enclosed forms, together with three passport-size photographs of yourself.

Upon receipt of these forms and photographs, we will review your qualifications for existing vacancies and will then advise you further.

Very truly yours,

Personnel Procurement

Enclosures

CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

In Reply Refer To:

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You have been recommended as a well-qualified person who, by reason of training and experience, might be interested in a position with this U.S. Government agency.

For your information, the Central Intelligence Agency coordinates, in the interests of national security, the foreign intelligence activities of the Government.

If you should like to be considered for employment which would make special use of your particular talents and skills, a field representative of this Agency will conduct interviews at the time and place indicated below.

There are many vacancies in this Agency for Clerks, Clerk-Typists, Clerk-Stenographers, and Secretaries, with excellent opportunities for advancement. Starting salaries range from \$2950.00 to \$3410.00 yearly, depending upon experience and other qualifications.

It is not our policy to recruit employees of other U.S. Government branches. If you are currently so employed, it will be necessary to obtain a letter of availability from your present employer at such time as a possibility of employing you in this Agency develops.

Should you have any questions as to employee benefits or other employment opportunities with this Agency, our field representative will be pleased to assist you.

Very truly yours, *[Signature]*

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Division of Employment Security

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Days: Monday, Jan. 21 through Friday, Jan. 25 - 9:00 A.M. to 4:30 P.M.

Evenings: Tuesday, January 22 through Jan. 24 - 5:30 P.M. to 8:30 P.M.

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